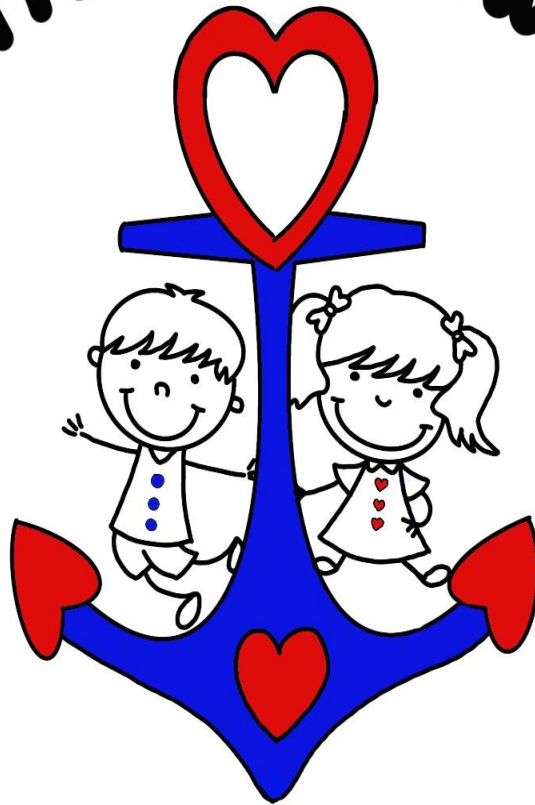


Anchors Away



Pre-K

Parent Handbook



@AnchorsawayprekAnacortes



Anchors Away Pre-K



BrightWheel QR Code

Welcome to Anchors Away Pre-K. We are so glad to be a part of your child's early learning experience. We have put together this handbook as a reference regarding school policy and practice.

Contact Information: *Please save this information to your phone:*

We are located inside of Whitney Early Learning Center.

Address: 1200 M Avenue Anacortes, WA 98221

Rabecah Morris: Owner and Director

541-788-1447 or anchorsawayprek@gmail.com

Please use our Brightwheel App to reach your child's teacher directly. MOST of our updates will be sent through Brightwheel Communications.

Brightwheel:

Brightwheel is complete preschool management software that integrates automatic billing and payments, real-time communication, classroom management, and so much more. We use this app for a multitude of things including attendance and communication. Every parent will need to have this application available on their phone. If you would like more information about Brightwheel, please look here:

<https://mybrightwheel.com/features/>

Program Expectations are to:

- Provide a safe secure environment for your child to live, laugh, and learn in.
- Help your child to become Kindergarten ready according to the guidelines set by the Anacortes School District.
- Provide a "Learn through play" experience that children thrive in.
- Teach in a way that reflects that all children are a gift.
- Integrate students from all backgrounds and learning styles and provide space for self and social growth.

Parent expectations:

- Please walk your child to their classroom each day.
- Please pick your child up on the fence off L Avenue.
- Please do not allow your child on the playground unattended.
- Please do not block the BUS LOADING ZONE on L Avenue.
- Please take a moment to visit the restroom with your child BEFORE bringing them to school. They will have opportunity to use the restroom while here.
- **If your child wears a diaper/pull-up:** Please bring them clean and dry. PLEASE pack additional items in your child's backpack needed for changing.
- Please send them in well-fitting shoes. We have LOTS of bark on our playground, sandals or rainboots that are too loose become a hazard.
- Hands must be washed prior to class each day in your child's classroom.
- Please send your child to school each day after a good breakfast/lunch. They need fuel to keep going through class.

- Please be sure that your child has had plenty of rest the night before school. A well-rested child will learn more readily and is generally happier at school.
- Please empty your child's backpack weekly as they have LOTS of fun things to show you... and they need an empty backpack for the next week of school.

Please help to empower your child with basic self-help skills.

- Toileting - Wiping, flushing, and hand washing on their own.
- Dressing - Allow them to practice on their own.
- Putting on their jacket/coat. (Google the Coat Trick)
- Locating and hanging up their backpack/coat in its proper spot each day.
- Please send them to school in clothing that has manageable fasteners.

Please enthusiastically reassure your child with lots of love, and a genuine interest in what they do in class. The adjustment to school can be a big one. They may need an extra hug in the beginning. If there is a concern, speak with the teacher rather than apply unnecessary pressure to your little one. We are here to partner with you as your child learns and grows not just academically, but socially and emotionally as well.

Tuition/Registration - Due the 1st of each month (September-May)

***Please see our Financial Agreement for more information.**

- \$100 / 2's- \$50 Registration fee
- \$275 / 3's - \$100 Registration fee
- \$50 / 3's Art class (MUST be a current 3's student) \$50 Registration fee
- \$300 / 3/4 split- \$100 Registration fee
- \$325 / 4's - \$100 Registration fee School

Hours and Sign in

- All Pre-K students must be signed in via Brightwheel every day. The QR code is posted on the outside of your child's classroom door.
- Doors open at 8:55 am. Children are NOT permitted entry any earlier.
- AM children need to be picked up at 11:30 am. If a student has not been picked up by 11:35, a call will be made for an alternate pick up and a \$10 charge will be added to your following months Tuition.
- PM admittance will be at 12:10 PM. As with AM, NO early drop offs are allowed. Pick up needs to be no later than 3:20 pm. Again, after 5 min. a call will be made for alternate pick up and a \$10 charge will be added to your following months Tuition.
- There may be a \$10 late fee for each additional 10 minutes. A charge will be included in your next month's tuition. **Please note that "only" being late once a month adds up to a significant amount by the end of the school year. Multiply this by the number of students in the classroom, and you can see that it could become a daily dilemma for the teachers.

- Additional adults other than parents can be added directly to your child's Brightwheel account. Paperwork must be filled out naming adults that are allowed to pick up your child from the program. These records will be kept on site for reference. If an adult is not listed on the form or in Brightwheel, and we cannot reach you by phone, the child will not be released. Play date arrangements must also be made known to the teacher by the student's parent. A standing arrangement may be written and kept on file at the school.

- Parenting plans MUST be shared, and a copy of the parenting plan MUST be kept on file at the school.

School Schedule

Anchors Away will hold school on Monday, Tuesday, Wednesday, and Thursday of each week. Fridays may be used sparingly as a make-up day in case of a prolonged illness for the teacher. The teacher has three built in, NON-MAKE-UP, school days for illness, and three built in days for trainings at the ASD offices. Our best effort will be made to find a substitute. We do not anticipate any lost classroom time.

School Hours: Monday-Thursday 9-3:15

Office Hours: Monday-Thursday 8:30-4

PLEASE NOTE: ALL staff will be teaching during class hours. If you need teacher help or conversation, please let us know and we will find an available time.

Partnership with Anacortes School District

Anchors Away is honored to be partnering with ASD alongside Lora Billow and her team, at Whitney ELC. Each Anchors Away class will have students from the Developmental Pre-K integrating into our daily class times, schedules, and routines. We are so excited for ALL our students to learn and grow alongside each other. There is always room for one more.

Health Issues

Please do not bring your child to school if they have **ANY** of the following symptoms:

- A fever
- Green or yellow nasal discharge
- Very red, irritated eyes, especially accompanied by discharge. "Pinkeye" is a concern and very contagious.
- Diarrhea or vomiting.
- Unexplained skin rash or open sores.
- Flu like symptoms.
- COVID-19 symptoms.
- Persistent cough during waking hours.

- Medication that must be administered during school hours, such as an antibiotic, (After the infectious stage has passed) must be brought to the school and administered by the parent or guardian. *If your child has a known health issue or concern, please be sure to advise of ailment and treatment plan.

PLEASE NOTE: Anchors Away will adhere to ALL state and Federal CDC recommendations

We will call you if...

- We notice any of the above symptoms during the day.
- Your child is injured, and we feel they need immediate medical attention.
- In severe cases a call to 911 will be placed first, and then the parent will be contacted. The teacher will treat minor injuries such as small scrapes, and bruises.

School Supplies

- 2 - containers of **CLOROX** brand bleach wipes
- 4 - packages wet wipes (**Huggies, Pampers, or Costco brand**)
- 1- FULL size backpack. Your child will be bringing home AMAZING projects and works of Art weekly. If their backpack cannot fit a standard note book or binder, it is too small.
- 1 - water bottle labeled with your child's name. **Water Only please.**
- 1 - 4x6 family photo for us to hang in the classroom (no frames please)

NOTE: Photos can be emailed to Anchorsawayprek@gmail.com and we will print them for you! Please put your child's name in the subject line: IE: Becah Morris- Family Photo

As is standard practice for many preschools, the teacher may make requests from time to time for "recyclable" materials you may have. Ex. Styrofoam trays, toilet paper rolls, shoe boxes, etc... or needed classroom supplies. We will also regularly be adding to our Amazon Wish List if you would like to look by clicking the link below:

https://www.amazon.com/hz/wishlist/ls/1ZBDFM2DVOOX7?ref=wl_share

Sharing

Every child will have the opportunity to bring an item from home to show their class and talk about. Their name will be listed on a class day on their take home calendar. The share bag will be sent home with your child the day prior to their sharing day. The item they choose must fit inside the bag. No weapons are allowed. If your child will not be in class on their assigned share day OR if the sharing bag does not come home with your child, please have them bring their sharing in their backpack OR bring sharing on the next scheduled class day.

PLEASE NOTE: There was be a theme or suggested item idea on the share bag. IE: Shape, Color, Animal

Snack Time

Parents will provide snack in one-week increments. Your child's name will be listed on the monthly take-home calendar on the Sunday prior to their designated week on their take home calendar. Please bring snack for the whole class, for the whole week, on Monday.

When it is your turn, the snack bag will be placed in your child's backpack on the Thursday prior to your snack week. There will be suggestions for snack options on the bag along with class size and any potential allergies. We may also send home "requested" snack items if we have extra of items in the classroom.

- Fruits/veggies - apples, oranges, bananas, grapes, carrots, peppers, cucumbers, etc...
- Crackers - goldfish, graham crackers, pretzels, cheerios, etc...
- Dairy - Cheddar cheese, string cheese, etc...

We serve a "small snack", so they can go home to enjoy a "large lunch/dinner".

A friendly reminder that a hearty breakfast/lunch is a necessary start for each student's day.

Please let us know right away if your child has food allergies. We will accommodate and ensure a safe snack.

Birthday Parties at School

As a way of showing respect for all students, the school has some rules regarding invitations. No invitations may be distributed at the school unless every student is invited. If a select few are chosen, invitations must be handed out privately away from the classroom/children or be mailed. If you would like to bring a treat for the class to share in celebration, please touch base with your child's teacher. This is encouraged as the kiddos love celebrating each other.

Student Evaluations

Fall and Spring conferences will be held for the 4-year-old classes or those who will be heading to Kinder in the Fall. Fall conference will be for goal setting for the year. Spring conferences will focus on your child's Kindergarten readiness, information that will be sent to ESD, and strategies to keep them on track over the summer for a successful fall as they enter Kindergarten!

Discipline

It is our belief that all children can function well socially, and emotionally in a classroom setting. Boundaries are set and maintained, and children are expected to be first-time listeners with the teacher's directions and requests. We never anticipate major discipline issues, but have guidelines set to follow if needed. We use a program called "SPOT Your Emotions". Your student is given the opportunity to identify their feeling and choose two positive choices as an alternative to misbehavior, or a problem. If a solution cannot be reached, they will be invited to have some "think time" with a teacher. There they are given the opportunity to rejoin the room when they are ready to make a positive choice. Any incident requiring more than basic redirection, or that result in a lasting injury (such as a bruise or bite mark) are discussed, in full, with the parent upon pick up. You will not be informed of every classroom incident. Our goal is to help children navigate the social classroom setting confidently on their own. Teachers will never resort to any form of corporal punishment, such as hitting or spanking.

Communication

The teachers will work hard to keep you informed about upcoming events and happenings at the school. We will do this through our monthly class newsletter, email, Brightwheel, and your child's take-home calendar. Please look to your child's cubby or backpack for information that is to come home. You can also find information on the Anchors Away Facebook or Instagram page. Feel free to chat with the

teachers at any time when you have questions regarding your child or happenings at school. It is our sincere hope that your family will be touched in a wonderful way by your time here at Anchors Away. It takes the joint effort of family, and teachers to make sure your child has the best educational experience possible. We look forward to being your partner in this important endeavor.

With so much excitement,

Anchors Away Pre-K Staff and Board

Checklist of needed paperwork: All documents are available in Digital and Print form

- Registration Form
- Emergency Contact Form
- Financial Agreement Form
- Media Opt-Out Form (if you DO NOT want their pictures posted)
- Contact Share Form (if you DO NOT want your contact info shared)
- Parent Handbook